

For MOMC use only:
Date Received _____
Date Completed _____
Date Released _____

**Request for Ceremonial Document from
The Honorable Bill Campbell, City of Atlanta Mayor**

- All requests go through an internal review and approval process.
- Requests for ceremonial documents are limited to one per individual and/or organization per year.
- Submitting a draft of the document requested will expedite the process.
- Mail or fax the completed request at least one month before the document is needed to:

Mayor's Office of Marketing and Communications

55 Trinity Avenue, SW

Atlanta, Georgia 30335

Attention: Ceremonial Documents

Fax (404) 658-7673

- Contact the Mayor's scheduler for the presentation of documents.

(Please Print)

Contact Person _____ Telephone Number _____

Person/Organization Recognized _____

Event/Occasion _____

Does the person reside or is the organization located in Atlanta? _____

Will the event or occasion be held in Atlanta? _____

Today's Date _____

Date of Event/Occasion _____

Printing Deadline (If applicable) _____

Highlights of Person/Organization (A biographical sketch of the individual including his/her involvement in the community or a description of the organization and how it impacts the community is required. Please use the back of this sheet if you need additional space.)

Do you need a photograph of the Mayor to be included in a publication for the event? _____

Please select one of the options listed below.

POWER NOTE



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